



CHAPTER 7 FILING GUIDELINES FOR CM/ECF USERS



These items may be filed together as one PDF:

- ☐ **Voluntary Petition (3 Pages)**
- ☐ **Schedules A - J with Declaration and Summary of Schedules**
- ☐ **Statement of Financial Affairs with Declaration**
- ☐ **Statement of Intention regarding secured property**
- ☐ **Notice to Individual Debtor under 11 U.S.C. § 342(b), if applicable**
- ☐ **Statement disclosing attorney compensation**

Each of these items must be filed separately from any other documents:

- ☐ **Statement of Current Monthly Income and Means Test Calculation (Official Form 22A - Only if debtors are primarily consumer debts).**
 - Use filing event located under Bankruptcy > Other / Miscellaneous > **Chapter 7 Statement of Current Monthly Income & Means Test**
- ☐ **Credit Counseling Certificate (or Certificate of Exigent Circumstances or Motion for Exemption from Credit Counseling)**
 - Use filing event located under Bankruptcy > Other / Miscellaneous > **Certificate of Credit Counseling**
 - If filing Certificate of Exigent Circumstances, use filing event located under Bankruptcy > Other / Miscellaneous > **Exigent Circumstances re: Credit Counseling**
 - If filing Motion for Exemption from Credit Counseling Requirement, use filing event located under Bankruptcy > Motions/Applications > **Exemption from Credit Counseling**
- ☐ **Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.**
 - Use filing event located under Bankruptcy > Other / Miscellaneous > **Employee Income Records**
 - If debtor has no payment from an employer, use filing event located under Bankruptcy > Other / Miscellaneous > **Employee Income Records-Statement or Certification of No Employer Income**

Questions? Call the Help Desk:

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(888) 765-1752

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